

Language review

Relative clauses

Defining clauses provide essential information about the subject or object of a sentence. Without this information the sentence often doesn't make sense or has a different meaning. For example, *Managers **who trust their staff** often become good leaders.*

- Defining clauses have no commas.
- *Who* or *that* are used for people.
- *Which* or *that* are used for things.
- You can leave out the relative pronoun if the clause defines the object of the sentence. For example, *The person **I spoke to** was very helpful.*

Non-defining clauses provide *extra* information about the subject or object of a sentence. The sentence still makes sense without this information. For example, *The President, **who is 64**, is retiring next year.*

- The extra information is contained between commas.
- *Who* (not *that*) is used for people.
- *Which* (not *that*) is used for things.
- You cannot leave out the relative pronoun.

➔ page 140

A Complete the sentences in the job advertisement below with *who* or *which*.

Chief Executive

Highly successful quoted company

London Area c. £300,000+Bonus+Benefits

Our client is a medium-sized publicly-quoted group of businesses¹ are engaged in distribution and engineering. The group² had a record turnover last year, is looking to continue its expansion. The outgoing Chief Executive³ has led the company successfully for the last 10 years, is due to retire at the end of the year. The new Chief Executive,⁴ will have an excellent track record in the industry, will need to fulfil a role⁵ requires a variety of leadership skills. Our client is looking for an outstanding leader⁶ will drive the group forward using a mix of strategic, financial and commercial skills.

Send a full CV in confidence quoting reference number 315J.
Executive Recruitment, 23-25 Hill Street, London W1X 7BB.

B Use the relative pronouns below to complete these quotations. Which gap does not need a relative pronoun?

who which that where

- 1 'The job for big companies, the challenge we all face as bureaucrats, is to create an environment people can reach their dreams.' *Jack Welch (US business leader)*
- 2 'He has never learned to obey cannot be a good commander.' *Aristotle (Greek philosopher)*
- 3 'A leader shapes and shares a vision, gives point to the work of others.' *Charles Handy (British writer and philosopher)*
- 4 'A leader should be humble. A leader should be able to communicate with his people. A leader is someone walks out in front of his people, but he doesn't get too far out in front, to where he can't hear their footsteps.' *Tommy Lasorda (US sports personality)*
- 5 'A leader is someone knows what they want to achieve and can communicate that.' *Margaret Thatcher (British politician)*